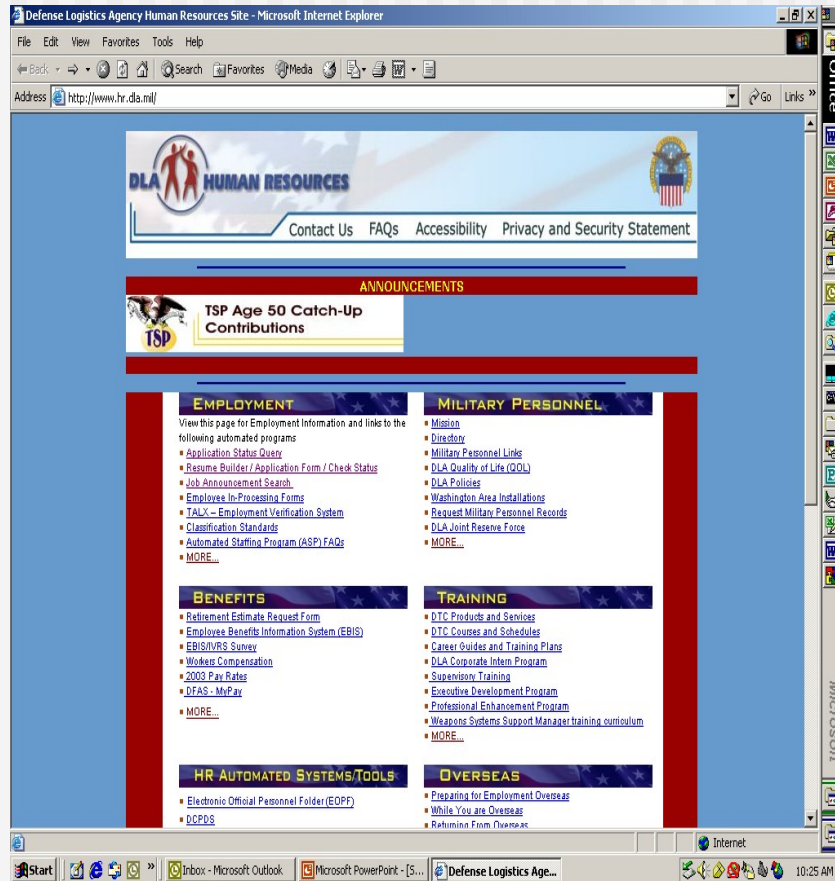


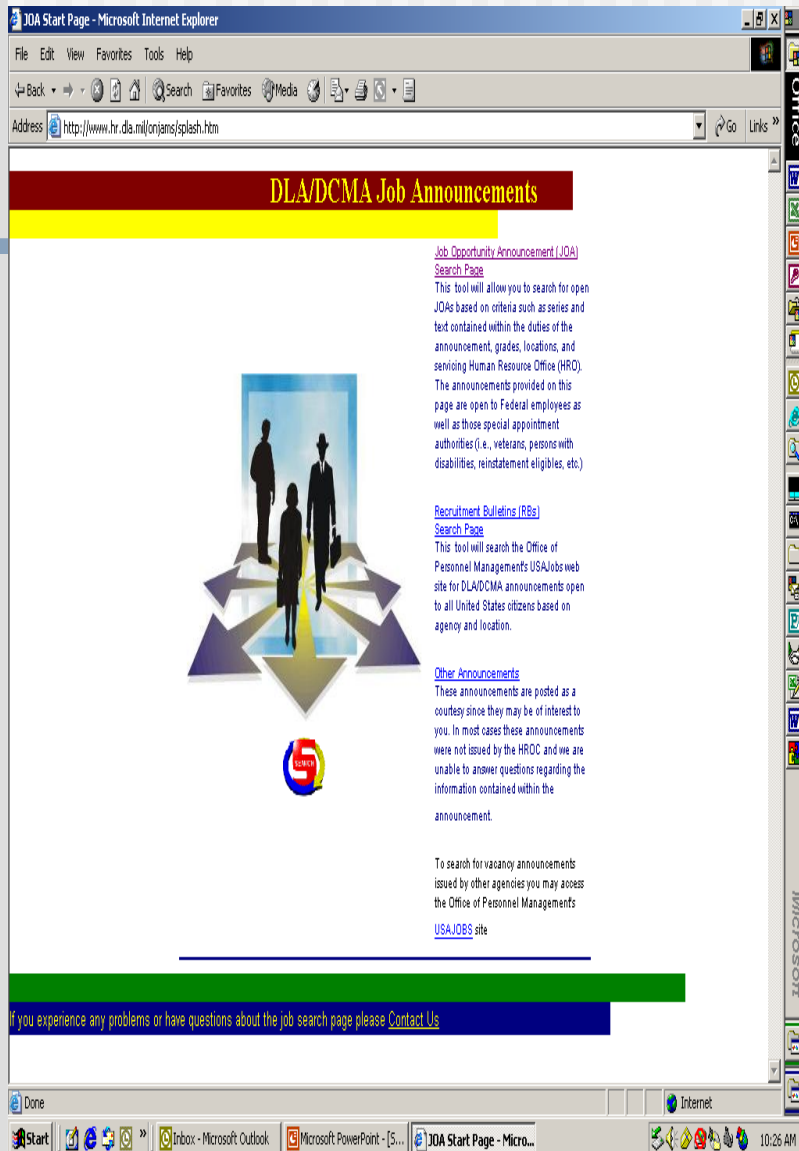
# Setting Up Email Notification

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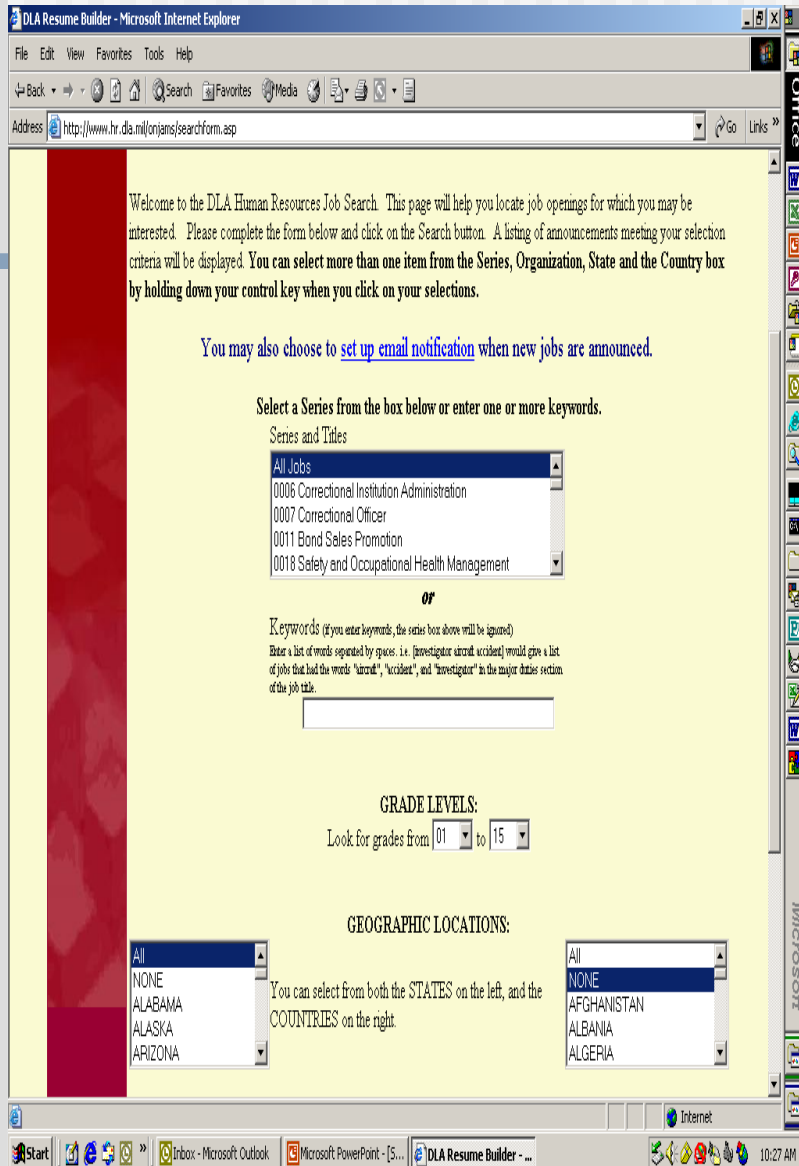
# Job Announcement Email Notification



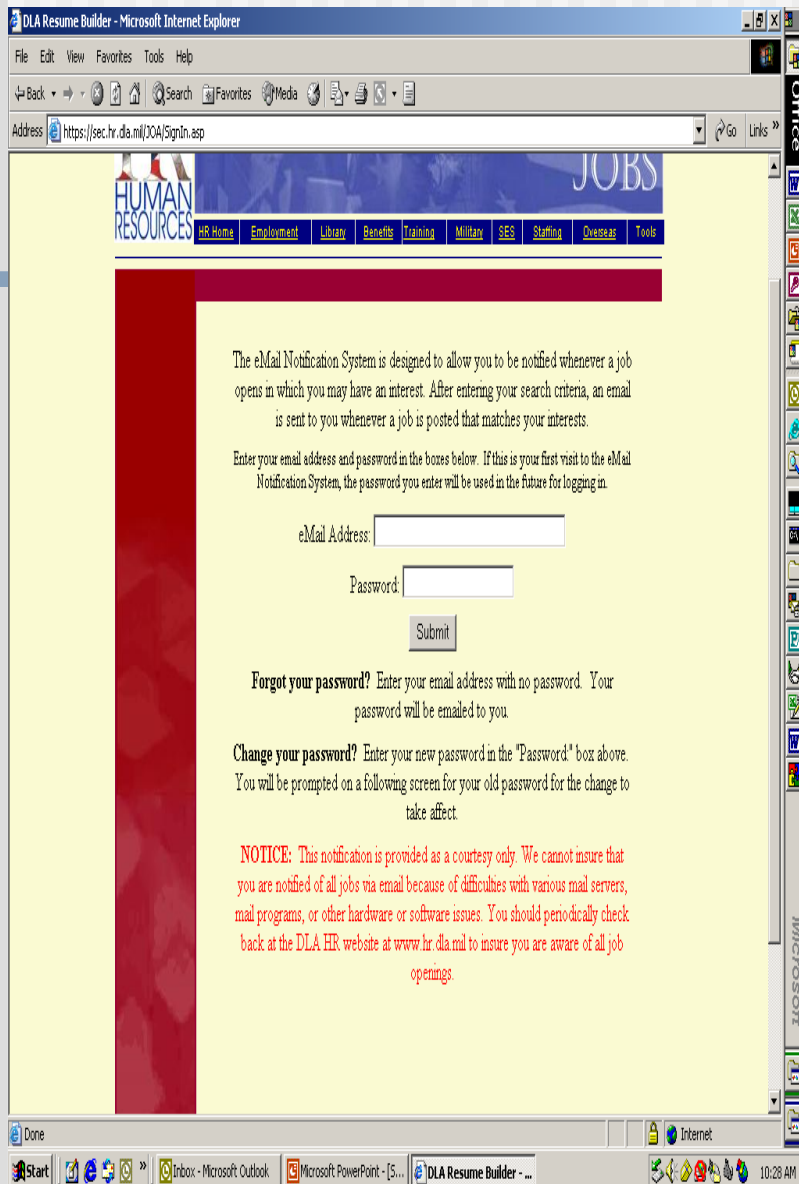
- If you would like to have vacancy announcements automatically sent to you, you may set up an email notification account.
- By setting up an email notification account, job announcements matching the criteria you select will be automatically sent to the email account you specify upon the opening date of the announcement. To set up an email notification account, go to [www.hr.dla.mil](http://www.hr.dla.mil)
- Click on the Job Announcement Search tool link located under the Employment category.



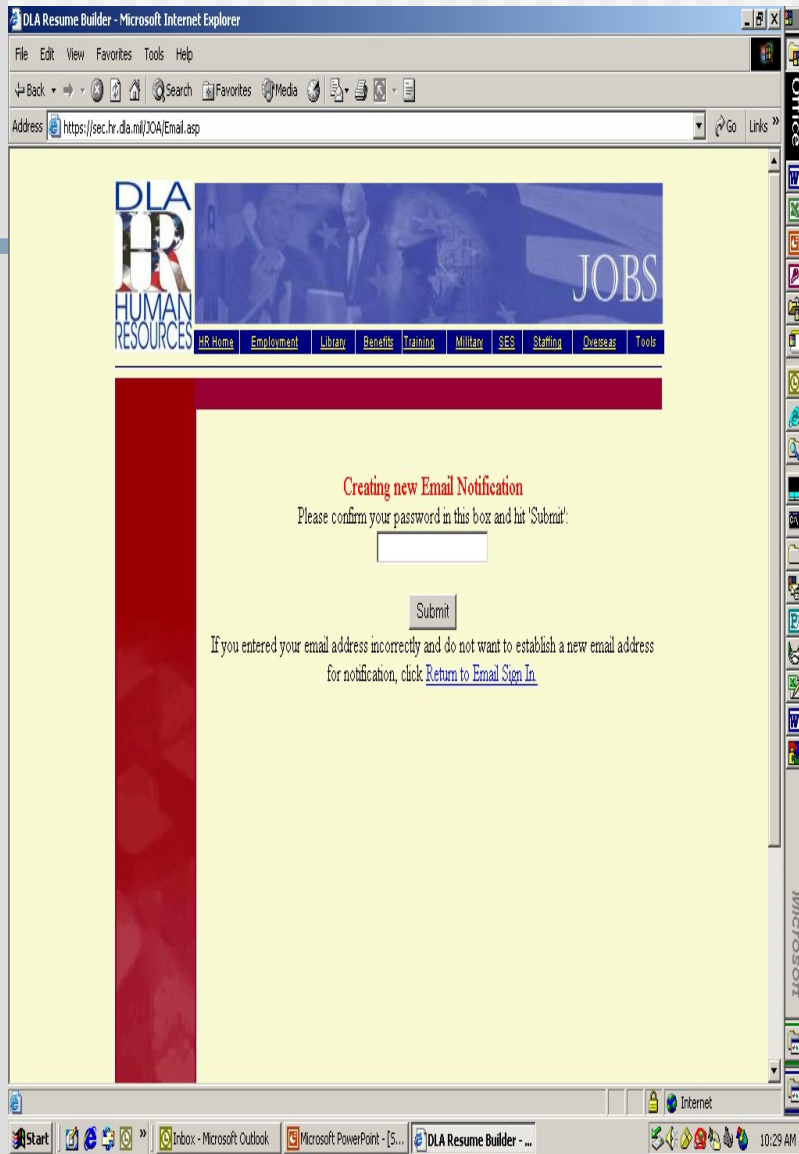
■ Click on Job Opportunity Announcement Search page



- Click on the set up email notification hyperlink



- Enter your email address and a password of your choosing (the password is case sensitive and you will be expected to retype the password in the same manner you initially entered it).



- Retype your password and click on "Submit"

DLA Resume Builder - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://sec.hr.dla.mil/DOA/Email.asp> Go Links

Welcome to the DLA Human Resources eMail Notification System. Fill out the form below. When you click submit, the criteria you entered will be stored in a database. When future announcements that match your criteria are opened, you will be sent a notification. You can select more than one item from the Series, HRO, State and the Country box by holding down your control key when you click on your selections.

Select a Series from the box below or enter one or more keywords.

Series and Titles

- All Jobs
- 0006 Correctional Institution Administration
- 0007 Correctional Officer
- 0011 Bond Sales Promotion
- 0018 Safety and Occupational Health Management

or

Keywords (if you enter keywords, the series box above will be ignored)  
Enter a list of words separated by spaces. i.e. (investigator aircraft accident) would give a list of jobs that had the words "investigator", "aircraft", and "accident" in the major duties section of the job title.

GRADE LEVELS:

Look for grades from 01 to 15

GEOGRAPHIC LOCATIONS:

You can select from both the STATES on the left, and the COUNTRIES on the right.

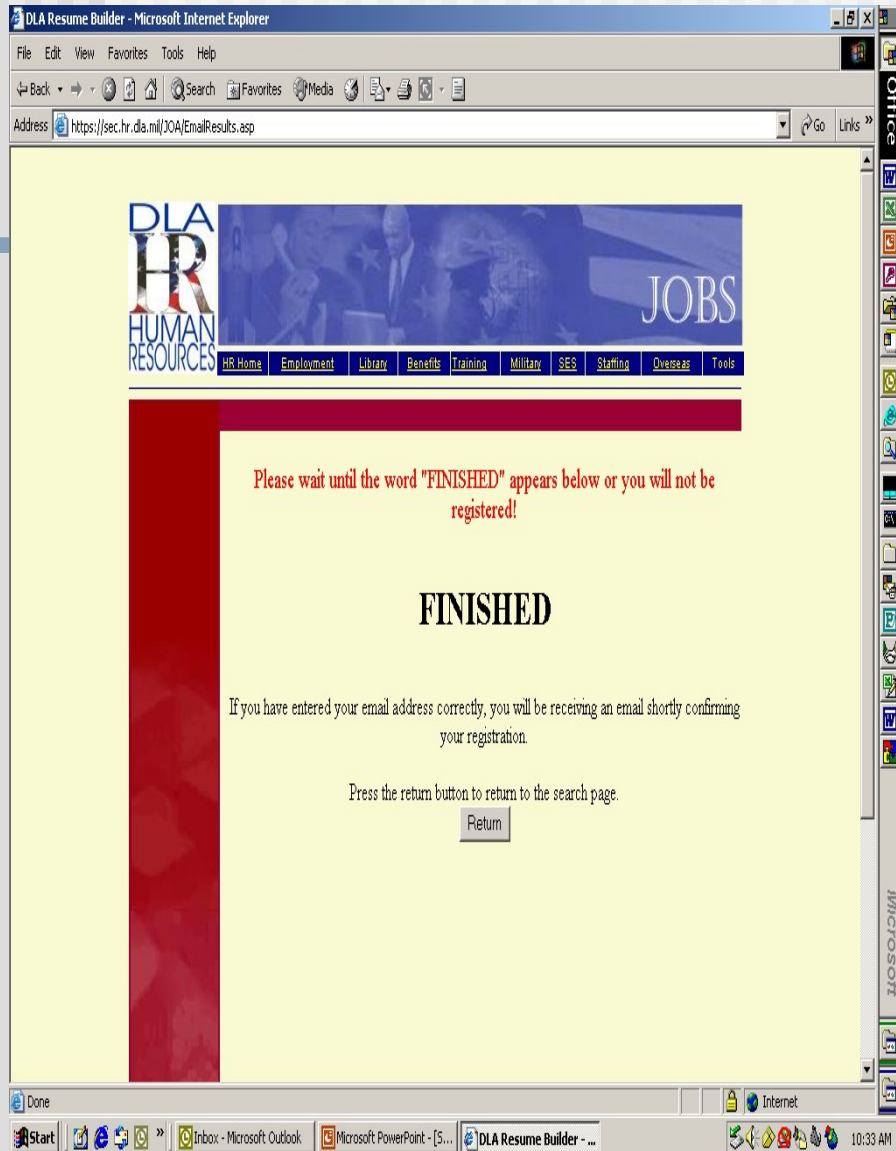
STATES: All, NONE, ALABAMA, ALASKA, ARIZONA

COUNTRIES: All, NONE, AFGHANISTAN, ALBANIA, ALGERIA

Done Internet

Start Inbox - Microsoft Outlook Microsoft PowerPoint - [S...] DLA Resume Builder - ... 10:30 AM

- On this screen, you will select the criteria of vacancy announcements for which you would like to be notified. To select multiple series or locations, hold down on your control key and click on the various series and/or locations. After making your selections, click on the Search key.



- This will complete the set up process and you will begin to receive announcements matching the criteria you selected as they are opened.